

DATE: [Insert Date]

TO: [Recipient Name/Executive Committee]

FROM: [Your Name/Legal Counsel]

RE: Executive Summary - Monthly Litigation Progress Report - [Month, Year]

1. Executive Overview

[Provide a brief 2-3 sentence summary of the overall status of the portfolio or major cases. Mention if the legal risk profile has changed since the last report.]

2. Significant Case Updates

Case Name/Reference: [Insert Case Name]

Current Status: [e.g., Discovery, Pre-trial, Settlement Negotiations]

Key Developments: [Summarize major events that occurred this month, such as rulings, depositions, or filings.]

Case Name/Reference: [Insert Case Name]

Current Status: [Insert Status]

Key Developments: [Summarize major events.]

3. Upcoming Deadlines and Milestones

- **[Date]:** [Description of deadline, e.g., Response to Motion for Summary Judgment]
- **[Date]:** [Description of milestone, e.g., Mediation Date]
- **[Date]:** [Description of event, e.g., Trial Commencement]

4. Risk Assessment and Financial Exposure

Budget Status: [Note if legal spend is on track, over budget, or under budget.]

Liability Estimate: [Update any changes to potential settlement ranges or judgment exposure.]

5. Strategic Recommendations

[Outline recommended actions, such as pursuing settlement, filing specific motions, or adjusting defense strategies.]

6. Conclusion

[Closing statement and contact information for further inquiries.]

Sincerely,

[Your Signature]

[Your Title]